File Formats for the Submission of
Electronic Caseload Data
Caseload Reporting System – District Courts

1   Introduction

This document describes the record layout for submitting data electronically to the Caseload Reporting System (CRS). Data so submitted will be imported into an Oracle database, and that data will then be used for generating reports. Courts with a caseload management system may be able to create the data file with relative ease, but the data file must conform to the following record layout in order for the CRS to understand the data and store it properly.

1.1   Submission Mechanism

The CRS project has determined requirements for the technique to be used by the courts to submit electronic data files. The following describes the technique to be employed.

The CRS includes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet or the Supreme Court intranet. The user attempting to submit the data file will sign on to an application using a web browser. The user will enter a drive, path, and filename to select the file to be submitted, and the application will transfer the file to a JIS-based server. The submission will be recorded in a database, and the file will be processed. The user will then be able to view the submitted data using web-based data entry screens.

2   Electronic Data File Format

2.1   General Format

All data submitted electronically shall be in ASCII format, enclosed in quotes, and comma delimited; i.e., "xxxxxx", "xxxxxx", and so on. An empty field ("") is considered null. Each record in the file will represent a single data value. A record is a series of ASCII characters terminated with a carriage return-linefeed character. The elements of each record will identify which data value it represents, so that the type of data (District court) and the quarter, year, county, court code, as well as the part, section, bar number (Part 4 only), action, and case type combine to refer to a single field on a particular caseload report form. The bar number is required for Part 4; for Parts 1 and 2, the field for the bar number should appear as a value of 0. This record layout will require data to be written out redundantly, but allows each record to be dealt with independent of any other record in the file.

2.2   Record Format:

The format shall be as follows:
"TYPE","QTR","YEAR","COURT","COUNTY","PART","SECTION","BAR NUMBER","ACTION","CASETYPE","VALUE"

2.2.1   Field Definitions

"TYPE"	= Data Type: "D" (district)
"QTR"	= Report Quarter "1", "2", "3", or "4" ("4" indicates full year data)
"YEAR"	= Report Year "2002", "2003", etc.
"COURT"	= Court Number as defined below
"COUNTY"	= County Name that, along with the court number, identifies a specific court jurisdiction
"PART"	= "1", "2", or "4"
"SECTION"	= "A", "B", "C", etc.
"BAR NUMBER"	= A 7 digit code as defined below
"ACTION"	= A 2 to 4 digit code as defined below

"CASETYPE"   = A 2 digit code as defined below
"VALUE"   = Null value ("") or whole number value of 0 or greater

Examples:
"D","4","2003","D25","Wayne", "1","A","0","BP","FY","0"
"D","4","2003","D25","Wayne", "2","A","0","JV","FY","0"
"D","4","2003","D25","Wayne", "4","A","P000000","DP1","FY","1"

The first example is for district data ("D"), full year ("4"), year 2003, 25th District Court ("D25"), the county of Wayne, Part 1, Section A, 0 (since there is no Bar Number for Part 1), action Beginning Pending ("BP"), case type FY, with a value of zero.

The second example is for district data ("D"), full year ("4"), year 2003, 25th District Court ("D25"), the county of Wayne, Part 2, Section A, 0 (since there is no Bar Number for Part 2), action Jury Verdict ("JV"), case type FY, with a value of zero.

The third example is for district data ("D"), full year ("4"), year 2003, 25th District Court ("D25"), the county of Wayne, Part 4, Section A, Bar Number (as required for Part 4), action disposed within 14 days ("DP1"), case type FY, with a value of 1.

This format provides flexibility when submitting the data so that there are no expectations about groups of records; each one is considered independently. It is possible, though improbable, that probate, circuit, and district data can be intermixed, record by record, and that the values can be listed in no particular order regarding their section, part, action, or case type. It is likely that the reports used to create a data file will create the records in sequence; for example all the Part 1 data listed from Section A through the last section, and all the actions and case types grouped together. This approach duplicates what might be considered header information on every detail line.

2.2.2   Field Names, Attributes, and Length:

Field Name	Attributes	Max Length
TYPE	Alphabetic	1
QTR	Numeric	1
YEAR	Numeric	4
COURT	Alphabetic, Numeric, -	5
COUNTY	Alphabetic	25
PART	Numeric	1
SECTION	Alphabetic	1
BAR NUMBER	Alphabetic, Numeric	7
ACTION	Alphabetic	4
CASETYPE	Alphabetic	2
VALUE	Numeric	6

2.2.3   Submission of Files

The electronic files may be submitted repeatedly in order to correct or complete the data. That is, if a particular field is missing, or has a null value (""), the submission will be accepted, and the data available will be processed.

Subsequent submissions will be appended to existing values in the database. If a field in the submitted file has a null value ("") it will be ignored, and the existing value in the database, if any, will remain unchanged. Similarly, missing values in subsequent submissions will not affect existing values in the database.

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2.2.4 Court Codes and Counties

The following table lists court codes and their corresponding counties; jurisdictions are included to further define each court. The court code and county together create a unique identifier for each jurisdiction.

2.2.4.1   List of Unique Court Code and Location Name Combinations

Court Code	County	Jurisdiction
D01	Monroe	Monroe County
D02A	Lenawee	Lenawee County
D02B	Hillsdale	Hillsdale County
D03A	Branch	Branch County
D03B	St. Joseph	St. Joseph County
D04	Cass	Cass County
D05	Berrien	Berrien County
D07	Van Buren	Van Buren County
D08	Kalamazoo	Kalamazoo County
D10	Calhoun	Calhoun County and the City of Battle Creek
D12	Jackson	Jackson County
D14A	Washtenaw	Washtenaw County, except the City of Ann Arbor, and the Township of Ypsilanti
D14B	Washtenaw	Township of Ypsilanti
D15	Washtenaw	City of Ann Arbor
D16	Wayne	City of Livonia
D17	Wayne	Township of Redford
D18	Wayne	City of Westland
D19	Wayne	City of Dearborn
D20	Wayne	City of Dearborn Heights
D21	Wayne	City of Garden City
D22	Wayne	City of Inkster
D23	Wayne	City of Taylor
D24	Wayne	Cities of Allen Park and Melvindale
D25	Wayne	Cities of Ecorse, Lincoln Park, and River Rouge
D27	Wayne	Cities of Wyandotte and Riverview
D28	Wayne	City of Southgate
D29	Wayne	City of Wayne
D30	Wayne	City of Highland Park
D31	Wayne	City of Hamtramck
D32A	Wayne	City of Harper Woods
D33	Wayne	Cities of Trenton, Gibralter, Woodhaven, Rockwood and Flat Rock and Townships of Brownstone and Grosse Ile
D34	Wayne	Cities of Romulus and Belleville, and the Townships of Sumpter, Van Buren and Huron
D35	Wayne	Cities of Northville and Plymouth and Townships of Northville, Plymouth, Canton
D36	Wayne	City of Detroit
D37	Macomb	Cities of Warren & Center Line
D38	Macomb	City of Eastpointe
D39	Macomb	Cities of Fraser & Roseville
D40	Macomb	City of Saint Clair Shores
D41A	Macomb	Cities of Utica and Sterling Heights, and Townships of Shelby and Macomb

D41B	Macomb	City of Mt. Clemens, and Townships of Clinton and Harrison
D42-1	Macomb	Cities of Memphis and Richmond, and Townships of Bruce, Washington, Armada, Ray, and Richmond
D42-2	Macomb	City of New Baltimore, and Townships of Lenox and Chesterfield
D43	Oakland	Cities of Ferndale, Madison Heights and Hazel Park
D44	Oakland	City of Royal Oak
D45	Oakland	Cities of Oak Park, Huntington Woods, and Pleasant Ridge, and the Township of Royal Oak
D45A	Oakland	City of Berkley
D46	Oakland	Cities of Southfield and Lathrop Village, and Township of Southfield
D47	Oakland	Cities of Farmington and Farmington Hills
D48	Oakland	Cities of Birmington, Bloomfield Hills, Sylvan Lake, Keego Harbor, and Orchard Lake Village, and Townships of Bloomfield and West Bloomfield
D50	Oakland	City of Pontiac
D51	Oakland	Township of Waterford
D52-1	Oakland	Cities of Novi, South Lyon, Wixom, and Walled Lake, and Townships of Millford, Highland, Rose, White Lake, Commerce, Lyon, and Novi
D52-2	Oakland	Townships of Springfield, Independence, Holly, Groveland, and Brandon
D52-3	Oakland	Cities of Rochester, Auburn Hills, Rochester Hills, and Lake Angelus, and Townships of Oxford, Addison, Orion, Oakland
D52-4	Oakland	Cities of Troy and Clawson
D53	Livingston	Livingston County
D54A	Ingham	City of Lansing
D54B	Ingham	City of East Lansing
D55	Ingham	Ingham County, except the Cities of East Lansing and Lansing
D56A	Eaton	Eaton County
D56B	Barry	Barry County
D57	Allegan	Allegan County
D58	Ottawa	Ottawa County
D59	Kent	Cities of Grandville and Walker
D60	Muskegon	Muskegon County
D61	Kent	City of Grand Rapids
D62A	Kent	City of Wyoming
D62B	Kent	City of Kentwood
D63	Kent	Kent County, except Cities of Grand Rapids, Grandville, Kentwood, Walker, and Wyoming.
D64A	Ionia	Ionia County
D64B	Montcalm	Montcalm County
D65A	Clinton	Clinton County
D65B	Gratiot	Gratiot County
D66	Shiawassee	Shiawassee County
D67-1	Genesee	Cities of Flushing and Clio, Townships of Flushing, Flint, Montrose, Thetford, and Vienna
D67-2	Genesee	Cities of Davison and Burton, Townships of Davison, Forest, Richfield, and Atlas
D67-3	Genesee	City of Mt. Morris, and Townships of Mt. Morris and Genesee
D67-4	Genesee	Cities of Fenton, Grand Blanc, and Swartz Creek, and Townships of Fenton, Argentine, Grand Blanc, Mundy, Gaines, and Clayton
D68	Genesee	City of Flint
D70	Saginaw	Saginaw County
D71A	Lapeer	Lapeer County

D71B	Tuscola	Tuscola County
D72	St. Clair	St. Clair County
D73A	Sanilac	Sanilac County
D73B	Huron	Huron County
D74	Bay	Bay County
D75	Midland	Midland County
D76	Isabella	Isabella County
D77	Mecosta	Mecosta County
D77	Osceola	Osceola County
D78	Newaygo	Newaygo County
D78	Oceana	Oceana County
D79	Lake	Lake County
D79	Mason	Mason County
D80	Clare	Clare County
D80	Gladwin	Gladwin County
D81	Alcona	Alcona County
D81	Arenac	Arenac County
D81	Iosco	Iosco County
D81	Oscoda	Oscoda County
D82	Ogemaw	Ogemaw County
D82	Roscommon	Roscommon County
D84	Missaukee	Missaukee County
D84	Wexford	Wexford County
D85	Benzie	Benzie County
D85	Manistee	Manistee County
D86	Antrim	Antrim County
D86	Grand Traverse	Grand Traverse County
D86	Leelanau	Leelanau County
D87C	Crawford	Crawford County
D87B	Kalkaska	Kalkaska County
D87A	Otsego	Otsego County
D88	Alpena	Alpena County
D88	Montmorency	Montmorency County
D89	Cheboygan	Cheboygan County
D89	Presque Isle	Presque Isle County
D90	Charlevoix	Charlevoix County
D90	Emmet	Emmet County
D91	Chippewa	Chippewa County
D92	Luce	Luce County
D92	Mackinac	Mackinac County
D93	Alger	Alger County
D93	Schoolcraft	Schoolcraft County
D94	Delta	Delta County
D95A	Menominee	Menominee County
D95B	Dickinson	Dickinson County
D95B	Iron	Iron County
D96	Marquette	Marquette County
D97	Baraga	Baraga County
D97	Houghton	Houghton County
D97	Keweenaw	Keweenaw County
D98	Gogebic	Gogebic County

D98	Ontonagon	Ontonagon County
MGP	Wayne	City of Grosse Pointe
MGPF	Wayne	City of Grosse Pointe Farms
MGPP	Wayne	City of Grosse Pointe Park
MGPW	Wayne	Cities of Grosse Pointe Woods and Grosse Pointe Shores

2.3   District Court Specifications

2.3.1   Action Code Definitions

2.3.1.1 Part 1: New Filings and Reopened Cases
BP   = Beginning Pending
NF   = New Filings
RE   = Reopened

2.3.1.2 Part 2: Methods of Disposition
JV   = Jury Verdict
BV   = Bench Verdict
GP   = Guilty Plea
GPA   = Guilty Plea/Admission
BT   = Bindover/Transfer
NP   = Nolle Prosequi
DC   = Dismissed by Court
DE   = Default
IS   = Inactive Status
TC   = Case Type Change
VH   = Verdict at Hearing
AW   = Admission/Waivers
UDS   = Uncontested/Default/Settled
TR   = Transfer
DP   = Dismissed by Party
OD   = Other Disposition
FP   = Felony Plea Accepted in District Court

2.3.1.4 Part 4: Case Age

Section A and Section B (Felony and Misdemeanor Traffic)
DP1   = Disposed within 14 days
DP21 = Disposed from 15 to 28 days
DP22 = Disposed after 28 days
DP3   = Disposed within 63 days
DP23 = Disposed from 64 to 126 days
DP6   = Disposed after 126 days
DP19 = Disposed within 14 days and reduced to misdemeanor
DP24 = Disposed from 15 to 28 days and reduced to misdemeanor
DP25 = Disposed after 28 days and reduced to misdemeanor
PE1   = Pending through 14 days
PE21 = Pending from 15 to 28 days
PE22 = Pending after 28 days
PE3   = Pending through 63 days
PE23 = Pending from 64 to 126 days

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PE6   = Pending over 126 days

Section B (Civil Infraction Traffic) and Section C
DP7   = Disposed within 35 days
DP26   = Disposed from 36 to 84 days
DP10   = Disposed after 84 days
PE7   = Pending through 35 days
PE26   = Pending from 36 to 84 days
PE10   = Pending over 84 days

Section D
DP11   = Disposed within 273 days
DP27   = Disposed from 274 to 455 days
DP14   = Disposed after 455 days
DP15   = Disposed within 126 days, no jury
DP16   = Disposed after 126 days, no jury
DP17   = Disposed within 154 days, jury
DP18   = Disposed after 154 days, jury
PE11   = Pending through 273 days
PE27   = Pending from 274 to 455 days
PE14   = Pending over 455 days
PE15   = Pending through 126 days, no jury
PE16   = Pending over 126 days, no jury
PE17   = Pending through 154 days, jury
PE18   = Pending over 154 days, jury

2.3.2   Case Type Code Definitions
All authorized case type codes are defined in the Case File Management Standards, Component 39. They have been reproduced in this manual.

2.3.3   Possible Combinations of Action Codes and Case Type Codes
The following are the possible combinations of action codes and case type codes by Part and Section.

2.3.3.1 Part 1: New Filings And Reopened Cases

Section A: Criminal - New Filings and Reopened Cases

BPEX	BPOM	NFEX	NFOM	REEX	REOM
BPFY	BPSM	NFFY	NFSM	REFY	RESM

Section B: Traffic (Misdemeanor and Civil) - New Filings and Reopened Cases

BPFD	BPOT	NFFD	NFOT	REFD	REOT
BPFT	BPSD	NFFT	NFSD	REFT	RESD
BPOD	BPSI	NFOD	NFSI	REOD	RESI
BPOI	BPST	NFOI	NFST	REOI	REST

Section C: Non-Traffic Civil Infraction, Parking - New Filings and Reopened Cases

BPOK	BPSK	NFOK	NFSK	REOK	RESK
BPON	BPSN	NFON	NFSN	REON	RESN

Section D: Civil - New Filings and Reopened Cases

BPGC	BPGZ	BPLT	BPSC	BPSP	NFGC	NFGZ

NFLT	NFSP	REGZ	RESC
NFSC	REGC	RELT	RESP

2.3.3.2 Part 2: Method of Disposition

Section A: Criminal – Method of Disposition

JVEX	BVFY	GPOM	NPFY	DCOM	ISSM	FPFY
JVFY	BVOM	GPSM	NPOM	DCSM	TCEX	
JVOM	BVSM	BTEX	NPSM	ISEX	TCFY	
JVSM	GPEX	BTFY	DCEX	ISFY	TCOM	
BVEX	GPFY	NPEX	DCFY	ISOM	TCSM	

Section B: Traffic (Misdemeanor and Civil) - Method of Disposition

JVFD	BVOI	GPAOT	NPOI	DCOT	ISOI	TCOT
JVFT	BVOT	GPASD	NPOT	DCSD	ISOT	TCSD
JVOD	BVSD	GPASI	NPSD	DCSI	ISSD	TCSI
JVOT	BVSI	GPAST	NPSI	DCST	ISSI	TCST
JVSD	BVST	BTFD	NPST	DEOI	ISST	FPFD
JVST	GPAFD	BTFT	DCFD	DESI	TCFD	FPFT
BVFD	GPAFT	NPFD	DCFT	ISFD	TCFT	
BVFT	GPAOD	NPFT	DCOD	ISFT	TCOD	
BVOD	GPAOI	NPOD	DCOI	ISOD	TCOI	

Section C: Non-Traffic Civil Infraction, Parking - Method of Disposition

VHOK	AWOK	NPOK	DCOK	DEOK	ISOK	TCOK
VHON	AWON	NPON	DCON	DEON	ISON	TCON
VHSK	AWSK	NPSK	DCSK	DESK	ISSK	TCSK
VHSN	AWSN	NPSN	DCSN	DESN	ISSN	TCSN

Section D: Civil - Method of Disposition

JVGC	BVSC	TRGC	DPLT	DCSP	ODGZ	TCSC
JVGZ	BVSP	TRGZ	DPSC	ISGC	ODLT	TCSP
JVLT	UDSGC	TRLT	DPSP	ISGZ	ODSC	
JVSP	UDSGZ	TRSC	DCGC	ISLT	ODSP	
BVGC	UDSLT	TRSP	DCGZ	ISSC	TCGC	
BVGZ	UDSSC	DPGC	DCLT	ISSP	TCGZ	
BVLT	UDSSP	DPGZ	DCSC	ODGC	TCLT	

2.3.3.4 Part 4: Case Age

Section A: Criminal – Case Age
Section B: Felony and Misdemeanor Traffic – Case Age

DP1FD	DP22FT	DP3SD	DP23SD	DP6SD	DP25FY	PE21FY
DP1FT	DP22FY	DP3SM	DP23SM	DP6SM	DP25FT	PE21EX
DP1FY	DP22EX	DP3ST	DP23ST	DP6ST	DP25FD	PE22FD
DP1EX	DP3FD	DP23FD	DP6FD	DP19FY	PE1FD	PE22FT
DP21FD	DP3FT	DP23FT	DP6FT	DP19FT	PE1FT	PE22FY
DP21FT	DP3FY	DP23FY	DP6FY	DP19FD	PE1FY	PE22EX
DP21FY	DP3OD	DP23OD	DP6OD	DP24FY	PE1EX	PE3FD
DP21EX	DP3OM	DP23OM	DP6OM	DP24FT	PE21FD	PE3FT
DP22FD	DP3OT	DP23OT	DP6OT	DP24FD	PE21FT	PE3FY

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PE3OD	PE3SM	PE23FY	PE23SD	PE6FT	PE6OT
PE3OM	PE3ST	PE23OD	PE23SM	PE6FY	PE6SD
PE3OT	PE23FD	PE23OM	PE23ST	PE6OD	PE6SM
PE3SD	PE23FT	PE23OT	PE6FD	PE6OM	PE6ST

Section B: Civil Infraction Traffic – Case Age
Section C: Non-Traffic Civil Infraction, Parking – Case Age

DP7OI	DP26OI	DP10OI	PE7OI	PE26OI	PE10OI
DP7OK	DP26OK	DP10OK	PE7OK	PE26OK	PE10OK
DP7ON	DP26ON	DP10ON	PE7ON	PE26ON	PE10ON
DP7SI	DP26SI	DP10SI	PE7SI	PE26SI	PE10SI
DP7SK	DP26SK	DP10SK	PE7SK	PE26SK	PE10SK
DP7SN	DP26SN	DP10SN	PE7SN	PE26SN	PE10SN

Section D: Civil – Case Age

DP11GC	DP14GZ	DP16SC	DP18SP	PE14GC	PE16LT	PE18LT
DP11GZ	DP15LT	DP16SP	PE11GC	PE14GZ	PE16SC	PE18SP
DP27GC	DP15SC	DP17LT	PE11GZ	PE15LT	PE16SP	
DP27GZ	DP15SP	DP17SP	PE27GC	PE15SC	PE17LT	
DP14GC	DP16LT	DP18LT	PE27GZ	PE15SP	PE17SP	

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